



2017 Chanhassen Farmer's Market  
Community Booth Application  
[www.chanhassenfarmersmarket.org](http://www.chanhassenfarmersmarket.org)

Please complete application to be reviewed for spot in the Community Booth. Completed applications should be e-mailed to [chanhassenfarmersmarket@gmail.com](mailto:chanhassenfarmersmarket@gmail.com).

**Time and Place:** Saturdays, June 3 through October 14, 2017; 9:00 am – 1:00 pm at City Center Park, Chanhassen, Minnesota. The first parking lot north of 78<sup>th</sup> street will be reserved for the market.

**Questions:** Market Manager: Jackie Coulter, Phone: (320) 761-0256, E-mail: [chanhassenfarmersmarket@gmail.com](mailto:chanhassenfarmersmarket@gmail.com) or Bill Schmidt at (952) 217-0653.

## Applicant Contact Information

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Required Forms:**

- Certificate of Liability Insurance with 'Chanhassen Farmers' Market, City Center Park, Chanhassen, MN 55317' named as Certificate Holder

**Non-profit Organizations:**

Tax ID #: \_\_\_\_\_

Community Booth: 501c's can sign up for a booth at no charge once per season. Priority will be given to those organizations that reside in Chanhassen and/or support Chanhassen. **Non-profit organizations may not sell anything.** Organization will need to provide booth supplies: tent, table, chairs, etc.

**Fees and Space Assignment:**

Stalls are approximately 10 x 10 feet in size. The Market Manager will assign stall spaces for all vendors.

**Farmer's Market Day Arrival/Departure Procedure:**

The market hours are from 9:00 am – 1:00 pm, each Saturday. Arrival and setup time will be 7:00 am to 8:45 am. All vendors **must be** ready for business by 9:00 am. For safety reasons the designated parking lot area for the market will be closed to **ALL** traffic starting at 9:00 am through 1:00 pm. Early take-down and departure before closing time will not be allowed. Exceptions may be made in case of emergency – please see the Market Manager.

Please check the Saturdays you are available and indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preference next to each date:

- |                                  |                                      |                                       |
|----------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> June 3  | <input type="checkbox"/> July 22     | <input type="checkbox"/> September 9  |
| <input type="checkbox"/> June 10 | <input type="checkbox"/> July 29     | <input type="checkbox"/> September 16 |
| <input type="checkbox"/> June 17 | <input type="checkbox"/> August 5    | <input type="checkbox"/> September 23 |
| <input type="checkbox"/> June 24 | <input type="checkbox"/> August 12   | <input type="checkbox"/> September 30 |
| <input type="checkbox"/> July 1  | <input type="checkbox"/> August 19   | <input type="checkbox"/> October 7    |
| <input type="checkbox"/> July 8  | <input type="checkbox"/> August 26   | <input type="checkbox"/> October 14   |
| <input type="checkbox"/> July 15 | <input type="checkbox"/> September 2 |                                       |

# Publicity

Both the market and the vendor can benefit from promotion. We are regularly updating our website, planning social media efforts, and considering new forms of promotion. Please check the pieces of information that we may share with the public. We will not share any information that is not checked below:

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

# Rules and Regulations

## **Miscellaneous/Appearance and Conduct:**

1. Vendors will be neat, suitably dressed (shirt and shoes), and deal with the public and fellow vendors in a courteous and appropriate manner at all times.
2. All vendors will provide a neat and attractive display, with consideration for the other vendors and public. Vendors must remain at their stall for the duration of each market.
3. Vendors are responsible for their own stalls, will supply all necessary trash containers, and will leave their site clean and in a condition suitable to the Market Manager and the City of Chanhassen. Each member will remove containers, waste, and trimmings before leaving the market.
4. Vendors will in no way cause detriment to other vendors.
5. No rummage sale, second hand, or flea market type items may be sold.
6. Space dimensions must be respected. Do not block the view of other vendors, the flow of traffic, or encroach on areas assigned to other vendors.
7. Alcoholic beverages may not be sold, consumed, or advertised at the market.
8. Vendors are required to post an identification sign in a prominent place stating the vendor name, product, and area they are from.
9. All vendors are expected to clean up in and around their stall after usage. This includes the parking lot.
11. All vendors are responsible for providing, setting up, and taking down their own display/stall materials. Vendors must provide tent weights for any tent structure.
12. No smoking will be allowed with-in the area designated for the market.

- All vendors need to provide their own insurance.
- All vendors agree to release and hold the Chanhassen Farmers' Market, its directors, officers, agents, and employees harmless from all claims related to or arising from such membership. Chanhassen Farmers' Market reserves the right to prohibit anyone from selling at the Farmers' Market.
- Members are expected to comply with any government regulation that may be in effect for activities that take place at the Farmers' Market.
- Compliance with all Health, Fire, and Police Department codes and regulations as well as state Health and Revenue Departments, and the Center for Disease Control codes and regulations is required. These agencies have the final say in any dispute in the operation of the Farmers' Market. These codes and regulations will also apply to the preparation of food on-site including food samples.
- Vendors found to be in violation of one or more rules may be suspended from selling at the Farmers' Market.

**Market Rules**

**Please initial each statement:**

\_\_\_\_\_ I agree that the City of Chanhassen and its respective officers, employees, agents, and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the 2017 Chanhassen Farmers' Market; whether such injury, theft or damage occurred prior, during, or after the 2017 Chanhassen Farmers' Market. Applicant further agrees to indemnify, defend and hold harmless the City of Chanhassen and its respective officers, employees, agents, and consultants for and against any claims for injury, theft or damage resulting from my fault.

\_\_\_\_\_ I have read and agree to abide by all City of Chanhassen 2017 Farmers' Market rules.

\_\_\_\_\_  
 (Signature of applicant)

\_\_\_\_\_  
 (Date)